



INDIANA DEPARTMENT OF TRANSPORTATION
Professional Services Bulletin
ON LINE

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FRANK O'BANNON, Governor
J. BRYAN NICOL Commissioner

Professional Services Bulletin - 2003- No. 22

August 15, 2003

This "Professional Services Bulletin" is the official notice of professional services requested by the Indiana Department of Transportation (INDOT). You may submit statements of interest if you have qualifications data currently on file with INDOT's Consulting Services Unit or submit qualifications data with the statement of interest. A statement of interest must include a technical proposal, describing the capabilities and proposed method of completing the requested services.

Statements of interest must comply with the following requirements:

1. Submit statement of interest in a single sealed envelope.
2. Write the following information in the bottom left hand corner of the envelope containing the statements of interest:
 - a. "PSB - 2003 - No. 22"
 - b. Name of firm submitting statement of interest
 - c. Item number(s) for which the firm has enclosed the statement(s) of interest.
3. INDOT will not accept statements of interest sent collect or be responsible for the consultant's mailing and/or shipping costs.
4. For joint ventures, indicate the work and estimated percentage of the total project to be performed by each participant. If selected, all joint venture participants will be required to sign the INDOT consultant contract as wholly responsible parties.
5. Only statements of interest received by the Consulting Services Unit prior to:
4:00 P.M., Indianapolis time, September 12, 2003,
will be given consideration. Statements of interest received after the deadline will be returned to the consultant unopened.
6. Send statements of interest to:
Jodi Williams, Program Coordinator
Consulting Services Unit
Indiana Department of Transportation
100 North Senate Avenue, Room N730
Indianapolis, Indiana 46204-2249

The Indiana Department of Transportation will ensure that all certified Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit statements of interest and will not discriminate against any consultant on the grounds of race, color, religion, sex, disability, national origin, or ancestry in the selection process.

All consultants selected to provide services shall be required to comply with the following:

A. INDOT Disadvantaged Business Enterprise Program:

1. General

- a. Notice is hereby given to the consultant or subcontractor that failure to carry out the requirements set forth in 49 CFR, Part 26 shall constitute a breach of contract and, after notification, may result in termination of the contract or such remedy as the state deems appropriate.
- b. The referenced section requires the following policy and disadvantaged business enterprise (DBE) obligation to be included in all subsequent agreements between the consultant and any subcontractor:
 - (1) It is the policy of the Indiana Department of Transportation that disadvantaged business enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this contract. Consequently, the DBE requirements of 49 CFR Part 26 will apply to any contract entered into as a result of this "Professional Services Bulletin".
 - (2) The consultant agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under contracts with INDOT. In this regard, the consultant shall take all necessary and reasonable steps, in accordance with 49 CFR Part 26, to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of federally-assisted contracts.
 - (3) In accordance with the STURAA of 1987, women business enterprises (WBE) have been considered to be socially and economically disadvantaged; therefore the DBE program has been combined.
- c. As part of the consultant's equal opportunity affirmative action program, it is required that the consultant shall take positive affirmative actions and put forth good faith efforts to solicit statements of interest from and to utilize disadvantaged business enterprise subcontractors, vendors or suppliers.

2. Definitions

The following definitions apply to this section:

- a. "Disadvantaged Business Enterprise" or DBE means a for profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals, and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- b. "Small Business Concern" means a small business concern as defined pursuant to section 3 of the Small Business Act and SBA regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Sec. 26.65(b).

- c. “Socially and Economically Disadvantaged Individuals” means (i) any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis; or (ii) any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - (1) Black Americans which includes persons having origins in any of the Black racial groups of Africa;
 - (2) Hispanic Americans which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - (3) Native Americans which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - (4) Asian-Pacific Americans which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - (5) Subcontinent Asian Americans which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - (6) Women;
 - (7) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
3. Subcontracts
- a. If the consultant intends to subcontract a portion of the work, the consultant is required to take affirmative actions to seek out and consider disadvantaged business enterprises as potential subcontractors prior to any subcontractual commitment.
 - b. The contracts made with potential disadvantaged business enterprise subcontractors and the results thereof shall be documented and made available to INDOT and the Federal Highway Administration when requested.
 - c. In those cases where the consultant originally did not intend to subcontract a portion of the work and later circumstances dictate subletting a portion of the contract work, the affirmative action contracts covered under paragraphs 3.a. and 3.b. of this section shall be performed.
 - d. No subletting will be approved until the consultant demonstrates compliance with paragraphs 3.a. and 3.b. of this section by submitting Form DBE-2 when subcontracts with non-DBE firms are proposed.
4. Affirmative Actions
- The consultant agrees to establish and conduct a program which will enable disadvantaged business enterprises to be considered fairly as subcontractors and suppliers under this contract. In this connection the consultant shall:
- a. Designate a liaison officer who will administer the consultant's disadvantaged business enterprise program.
 - b. Ensure that known disadvantaged business enterprises will have an equitable opportunity to compete for subcontracts, so as to facilitate the participation of disadvantaged business enterprises.
 - c. Maintain records showing (1) procedures which have been adopted to comply with the policies set forth in this clause, including the establishment of a source list of disadvantaged business enterprises, (2) awards to disadvantaged business enterprises on

- the source list and, (3) specific efforts to identify and award contracts to disadvantaged business enterprises.
- d. Cooperate with the state in any studies and surveys of the consultant's disadvantaged business enterprise procedures and practices that the state may from time to time conduct.
 - e. Submit periodic reports of subcontracting to known disadvantaged business enterprises with respect to the records referred to in subparagraph (3) above, in such form and manner and at such times as the state may prescribe.
5. Leases and Rentals
The consultant shall notify the Indiana Department of Transportation when purchases or rental of equipment (other than leases for hauling) are made with disadvantaged businesses. The information submitted shall include the name of the business, the dollar amount of the transaction, and the type of purchase made or type of equipment rented.
6. Your firm will not be considered a disadvantaged business enterprise (DBE) unless it is currently certified by the Indiana Department of Transportation. If you feel your firm qualifies, please contact Charlotte A. Leavell, Division Chief of the Civil Rights Division, Room N855 of the Indiana Government Center North, Indianapolis, Indiana 46204, to obtain the proper forms.

B. Drug-Free Workplace Certification

A certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana as a requirement on all contracts and grants with the state of Indiana in excess of \$25,000.00. No award of a contract or grant shall be made, and no contract, purchase order or agreement shall be valid unless and until a certification has been fully executed by the consultant and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the state for up to three (3) years.

By signing the certification, which will be attached to the consultant contract, the consultant certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing all employees engaged in the performance of the contract a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing a drug-free awareness program to inform such employees about (1) the dangers of drug abuse in the workplace; (2) the consultant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- (c) Notifying such employees in the statement required by subparagraph (a) above that as a condition of continued employment on the contract resulting from this solicitation, the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (d) Notifying in writing the Indiana Department of Administration within ten (10) days after receiving notice under subdivision (c)(2) above, from an employee or otherwise receiving actual notice of such conviction;
- (e) Within thirty (30) days after receiving notice under subdivision (c)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of

- drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

Before any contract will be made, the consultant must agree to the above terms. A certification agreeing to such will be attached to each consultant contract which must be signed by the consultant.

C. Facilities Capital Cost of Money (September 1987)

1. Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10(a)(2) of the Federal Acquisition Regulation are met. One of the allowability criteria requires the prospective contractor to propose facilities capital cost of money in its offer.
2. If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

Selection of consultants by the Indiana Department of Transportation is not based on competitive bidding. Selections are based upon the list of evaluation factors included in the body of Item 1.

Notification of selection will be posted on the INDOT home page after the consultant selection has been approved.

Item #1

One (1) CONSULTANT will be selected to contract for environmental services required to investigate INDOT facilities for the investigation and/or remediation of suspected hazardous materials/special waste potential at various locations as assigned by INDOT on an as needed basis. This will be a two (2) year contract with INDOT's option to renew for an additional two (2) years upon the same terms as the original Contract. If testing determines such a substance is present, a plan will be developed to determine the strategy for remedial action for the site.

A. Preliminary Site Investigation

- (i) Analyze and identify unknown substances and their properties. This includes sufficient investigation and testing to determine whether hazardous/special waste is present at the facility.
- (ii) Field sampling should be included to identify site characteristics such as soil discoloration, liquid discharges, odors, abnormalities in vegetation, and extensive filling and regrading of land.
- (iii) Sufficient data should be accumulated to assist in the determination of the extent of the contamination such as past land uses, permits, records, topographic setting, underlying geology, surface and ground water flow, building and utility layouts, storage areas, and the condition and location of all structures above and below ground (including underground storage tanks, pipes, and drums).
- (iv) From the information obtained, prepare a report stating whether a hazardous/special waste is present and provide an estimate of the cost to conduct a detailed site investigation and remedy the situation.

B. Detailed Site Investigation

- (i) The detailed site investigation is a comprehensive investigation of the facility to determine the characteristics and extent of contamination. It is performed if the site contains special or hazardous waste and if additional studies are required beyond the preliminary site investigation to determine the scope and method of remediation.
- (ii) The detailed site investigation must be fully coordinated with the appropriate regulatory agencies. The coordination will ensure the methodology of the investigation meets all regulatory requirements.
- (iii) The investigation will characterize the type and extent of the contamination. If appropriate, monitoring wells will be used to determine ground water contamination.
- (iv) From the information obtained, prepare a report stating the severity of the contamination, the feasibility and estimated costs of remediation.

C. Hazardous/Special Waste Management Plan

- (i) The hazardous/special waste management plan brings together the strategy for remedial action for the facility. The elements of the plan are as follows:
 - (a) The Detailed Site Investigation
 - (b) Environmental Fate/Risk Assessment
 - (c) Feasibility Study of the alternatives for the remedial action
 - (d) The Remedial Action Plan

- (ii) The environmental fate/risk assessment determines the location of the contamination and whether the contamination is mobile. The assessment evaluates the effects of present and long term exposure to contaminants by receptors.
- (iii) A feasibility study of the alternatives for remedial action shows the cost effectiveness of solutions that would reduce exposure and risks.
- (iv) The remedial action plan incorporates all of the elements of the investigation and the environmental fate/risk assessment for a selected mitigation alternative showing how the hazardous/special waste problem is to be solved.
- (v) The hazardous waste management plan is to be developed in full cooperation with the appropriate regulatory agencies.

D. Overview and inspection of the site during project clean up.

E. Any other related support required or requested by INDOT.

3. The CONSULTANT shall give INDOT thirty (30) days written notice before disposing of any samples. INDOT may elect to arrange for storage of the samples. If INDOT does not elect to arrange for storage, it will be the consultant's responsibility to safely dispose of the samples. The cost to dispose of the samples is to be included in the price of the tests. The consultant shall comply with all appropriate regulations/guidance concerning sampling, testing, storage, and disposal of samples.

Applicants must have all required certifications and training required for the above tasks. Payment for work will be monthly based upon completed, submitted and accepted tasks. The contract will be for two years and involve approximately 20 to 40 sites. These contracts will utilize 100% state funding. Adequate funding is available for these agreements. Prospective PSB applicants should submit documentation showing ability to perform these services. This documentation should include the following evaluation factors listed by relative importance:

SELECTION CRITERIA

The selection team will have two to three people who will determine one consensus score sheet per consultant. Statements of interest received by the stated time will be subject to an evaluation based on the following criteria. The selection team will use these criteria to create a short list of five (5) firms. Another selection team will then reevaluate the short list firms, using the same criteria. An individual interview with the short list firms maybe requested.

Scoring – Firm Name _____ Project _____	Total
Experience and Qualifications	
Organization of Project/Service Team - Are there a sufficient number of personnel with proper experience and are the right people doing the right job?	
Team Leader - How good is the education and experience of the proposed Team Leader with similar contaminated site conditions and services? Is the Team Leader Certified for UST site services?	
Qualifications of Remaining Staff - Qualifications and experience of the key personnel with similar contaminated site conditions and services.	
Sub-Consultants Staff - Experience with similar types of service.	
Past Performance (must be available for all firms, if no evaluation is available for even one firm, leave all at zero) The selection team can determine a score based on available evaluations or if an Evaluation Score is available, use the following guideline - If Evaluation score is 90 - 100 - then add 50 points If Evaluation score is 80 - 89 - then add 30 points If Evaluation score is 70 - 79 - then add 10 points If Evaluation score is less than 70, the firm is ineligible	
Location of where the firm will coordinate services	
Total Points	

Selection Team names: _____
 Date _____